B2B

(Business to business software)

User Manual

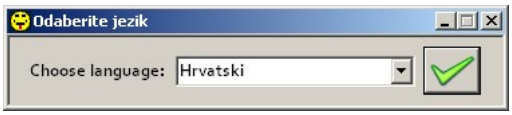
Make reservation in ONLY 3 steps

Ver.1.

INTRODUCTION:
LOGGING IN THE SYSTEM

First step

Choosing language of the application



Second step

Fill in your credentials on login form:

When your login and password are verified you are logged in the system:

Main screen

In main screen you have 4 main bottuns in the application. Those are:

1. Check reservations (notification from tray)
2. Reservation overview
3. New reservation
4. Log out

With these one you have basic functions of the system.

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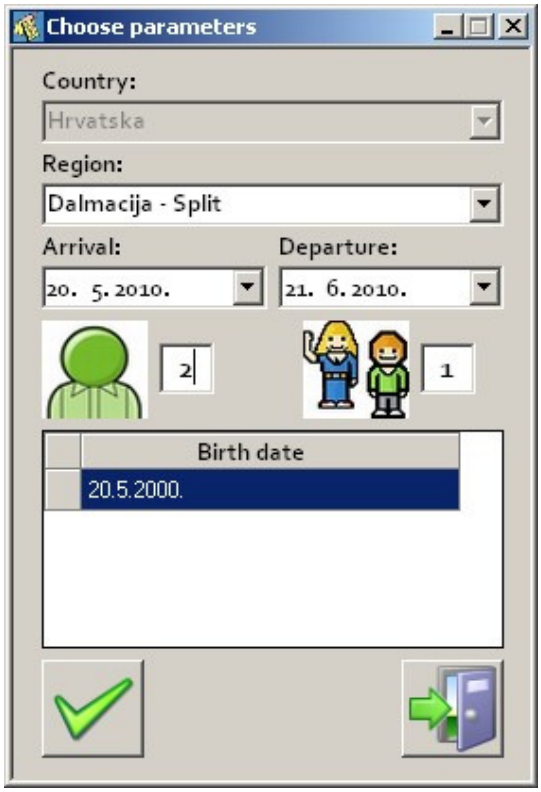
1. New reservation

(HOW TO MAKE RESERVATION IN 3 STEPS)

First step:



1. Here you select region where the guest want to go
2. arrival/departure dates
3. Fill in the number of adults and separately number of children, down you have to enter birth date of children

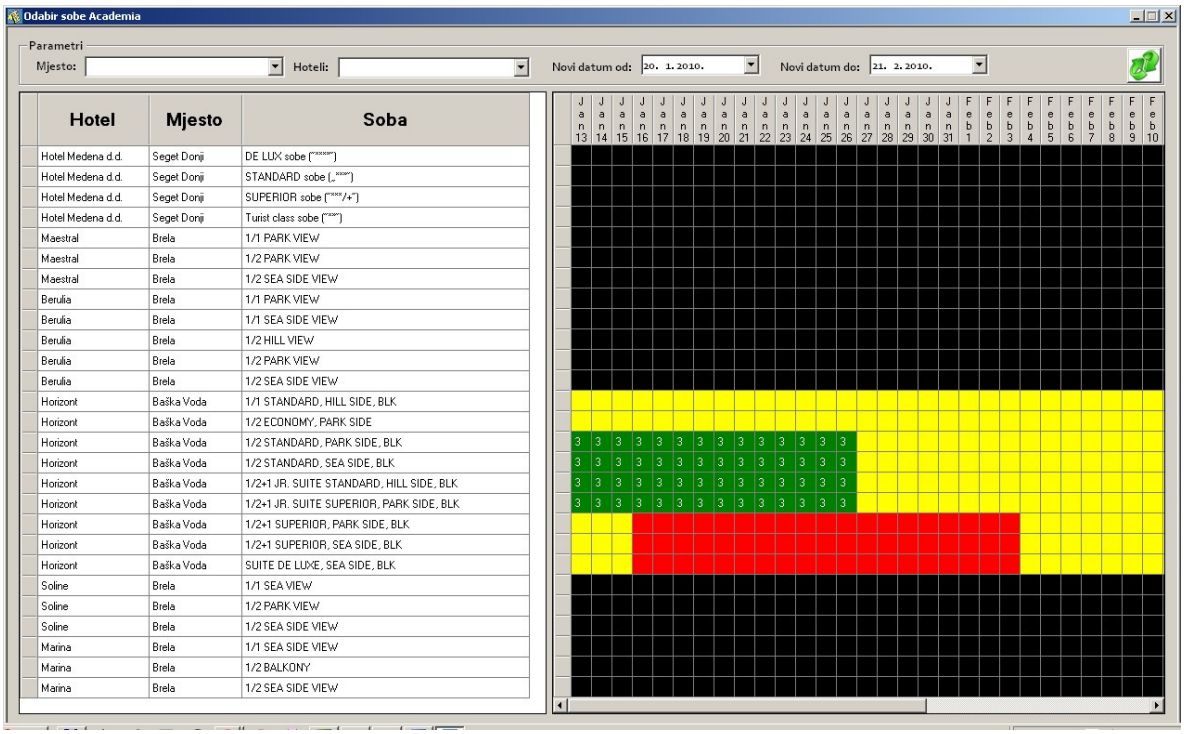
Click check bottun to get next form

2. Second step:

Availability for hotels and list of all of their rooms which satisy conditions choosed in screen before are shown in the right grid.

In this screen we have few types of boxes (they have different color)

Black box – hotel doesn't work in that period
Green box – free sale (number of free rooms left)
Yellow box – period for request (hotel must approve)
Red box – STOP BOOKING


Odabir sobe Academia
Parametri
Mjesto:
Hoteli:
Novi datum od:
20. 1.2010.
Novi datum do:
21. 2.2010.
Hotel
Mjesto
Soba
Hotel Medena d.d. Seget Donji DE LUX sobe ("*****")
Hotel Medena d.d. Seget Donji STANDARD sobe („****")
Hotel Medena d.d. Seget Donji SUPERIOR sobe ("****/+")
Hotel Medena d.d. Seget Donji Turist class sobe ("***")
Maestral Brela 1/1 PARK VIEW
Maestral Brela 1/2 PARK VIEW
Maestral Brela 1/2 SEA SIDE VIEW
Berulia Brela 1/1 PARK VIEW
Berulia Brela 1/1 SEA SIDE VIEW
Berulia Brela 1/2 HILL VIEW
Berulia Brela 1/2 PARK VIEW
Berulia Brela 1/2 SEA SIDE VIEW
Horizont Baška Voda 1/1 STANDARD, HILL SIDE, BLK
Horizont Baška Voda 1/2 ECONOMY, PARK SIDE
Horizont Baška Voda 1/2 STANDARD, PARK SIDE, BLK
Horizont Baška Voda 1/2 STANDARD, SEA SIDE, BLK
Horizont Baška Voda 1/2+1 JR. SUITE STANDARD, HILL SIDE, BLK
Horizont Baška Voda 1/2+1 JR. SUITE SUPERIOR, PARK SIDE, BLK
Horizont Baška Voda 1/2+1 SUPERIOR, PARK SIDE, BLK
Horizont Baška Voda 1/2+1 SUPERIOR, SEA SIDE, BLK
Horizont Baška Voda SUITE DE LUXE, SEA SIDE, BLK
Soline Brela 1/1 SEA VIEW
Soline Brela 1/2 PARK VIEW
Soline Brela 1/2 SEA SIDE VIEW
Marina Brela 1/1 SEA SIDE VIEW
Marina Brela 1/2 BALKONY
Marina Brela 1/2 SEA SIDE VIEW

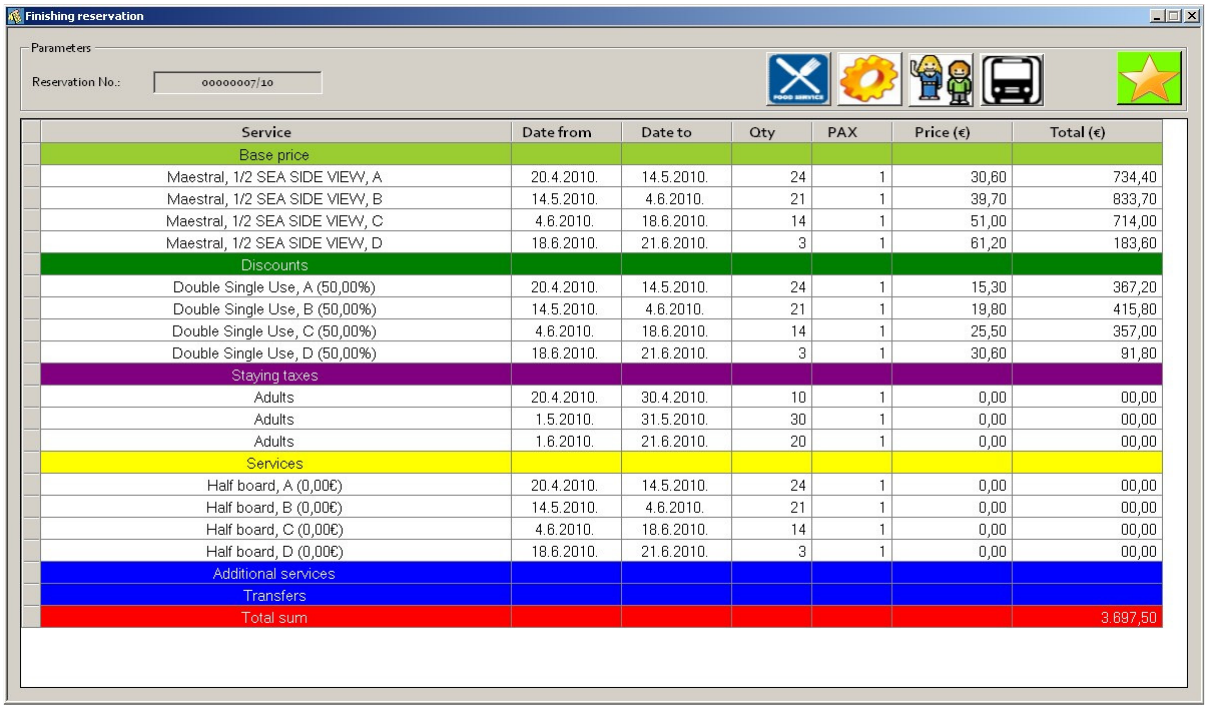
To reservate room double click on your room to get next screen

Note: If you want some other arrival or departure date you can change it and then click the refresh button.

3. Third step (Final step)

In this screen you have basic price for accomodation

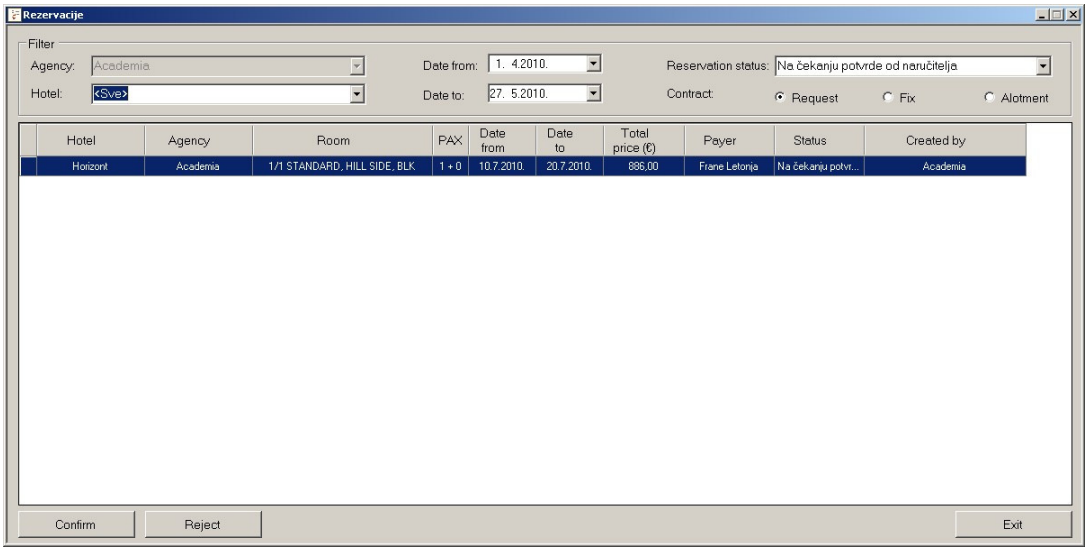
1. In bottons above you can select basic services (HB, BB; PF)
2. additional services(baby cot)
3. fill in the guest names
4. make transfer



Service	Date from	Date to	Qty	PAX	Price (€)	Total (€)
Base price						
Maestral, 1/2 SEA SIDE VIEW, A	20.4.2010.	14.5.2010.	24	1	30,60	734,40
Maestral, 1/2 SEA SIDE VIEW, B	14.5.2010.	4.6.2010.	21	1	39,70	833,70
Maestral, 1/2 SEA SIDE VIEW, C	4.6.2010.	18.6.2010.	14	1	51,00	714,00
Maestral, 1/2 SEA SIDE VIEW, D	18.6.2010.	21.6.2010.	3	1	61,20	183,60
Discounts						
Double Single Use, A (50,00%)	20.4.2010.	14.5.2010.	24	1	15,30	367,20
Double Single Use, B (50,00%)	14.5.2010.	4.6.2010.	21	1	19,80	415,80
Double Single Use, C (50,00%)	4.6.2010.	18.6.2010.	14	1	25,50	357,00
Double Single Use, D (50,00%)	18.6.2010.	21.6.2010.	3	1	30,60	91,80
Staying taxes						
Adults	20.4.2010.	30.4.2010.	10	1	0,00	00,00
Adults	1.5.2010.	31.5.2010.	30	1	0,00	00,00
Adults	1.6.2010.	21.6.2010.	20	1	0,00	00,00
Services						
Half board, A (0,00€)	20.4.2010.	14.5.2010.	24	1	0,00	00,00
Half board, B (0,00€)	14.5.2010.	4.6.2010.	21	1	0,00	00,00
Half board, C (0,00€)	4.6.2010.	18.6.2010.	14	1	0,00	00,00
Half board, D (0,00€)	18.6.2010.	21.6.2010.	3	1	0,00	00,00
Additional services						
Transfers						
Total sum						3.697,50

Click on button „Star“ in upper right corner of screen to make your reservation. After that you are informed that your reservation is approved or rejected.

Reservation overview



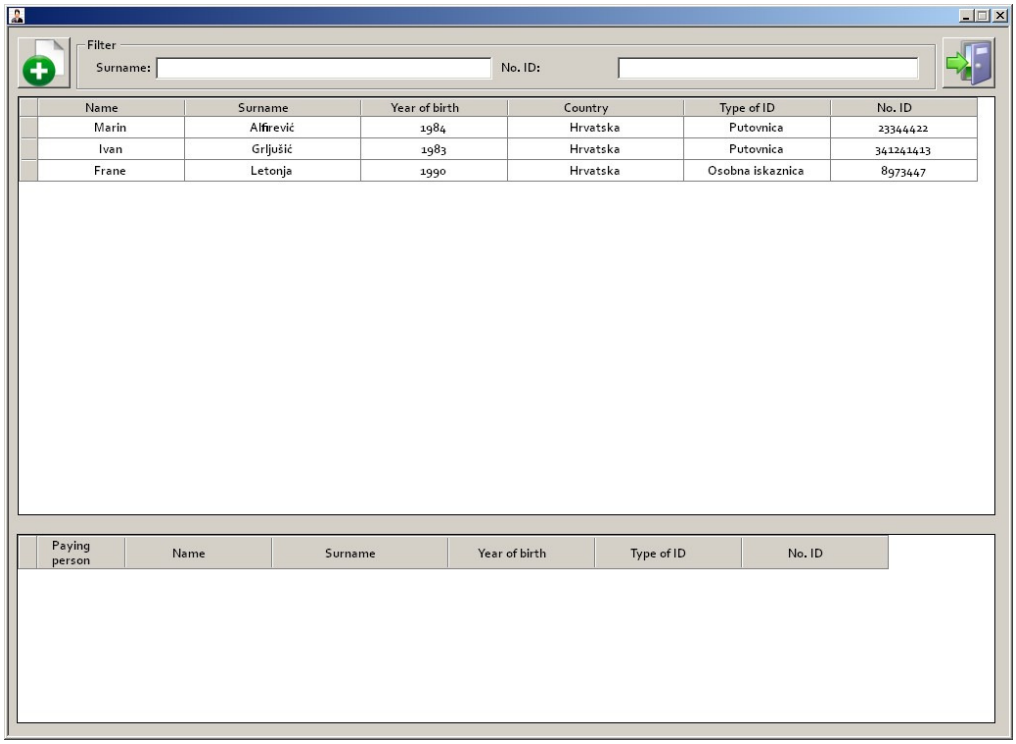
In this screen you can:

1. Confirm or reject reservation
2. view reservation applying filters (status of reservation, hotel, date..)

Note: On double click on reservation you can see the details again and print it in PDF format

Additional: Agency Data (Toolbox)

You have list of all of your guests:



Form Users

Here you can FREE add new users, edit or delete
For that you have this 3 buttons